

Virginia Genealogical Society

5001 WEST BROAD STREET, SUITE 115

RICHMOND, VIRGINIA 23230-3023

TELEPHONE: (804) 285-8954

FACSIMILE: (804) 285-0394

Email: mail@vgs.org

Guidelines for the special grant program to support increased access to archival material

The Virginia Genealogical Society has a deep interest in providing access to Virginia related material which would assist genealogical and historical researchers. This special grant program is designed to assist an institution which maintains an archival collection of material of value to researchers of Virginia genealogical and historical information, by supporting a project to make its archival material more available to researchers.

The special program grant will generally be made only to one recipient per year, and need not be made every year. The amount of a grant will generally be in the \$1000-\$5000 range, though may exceed this, if funds allow, for appropriate projects. The total amount of the grant may be used to hire a consultant, or staff, etc. to assist in organizing, arranging, and cataloging manuscripts, photographs, ephemera, and published materials to make the collection more accessible by researchers through cataloging, creating finding aids, internet posting or publication, etc.

The grant is not intended for equipment, supplies, storage facilities, publicity or the care of artifacts.

Historical and genealogical significance of an archival collection, and present and projected levels of access, will be an important consideration in the awarding of this grant.

There is no requirement of matching funds (though this may be considered in making any award, as will volunteer hours committed to the project).

To be eligible, the organization must be a member of the Virginia Genealogical Society.

An organization may apply in consecutive years, although we would take into consideration the number of times it has received grants when making the recommendations for awards.

An interim report will be required three months after the grant is awarded. A final report will be required at the end of eleven months of the grant. These reports may appear in our newsletters.

Grant Committee:

Peter E. Broadbent, Jr., Chair

**ISLE OF WIGHT COUNTY LIBRARY
SMITHFIELD BRANCH**

255 JAMES STREET
SMITHFIELD, VIRGINIA 23430
(757) 357-2264

February 14, 2002

BY TELEFAX: (804) 285-0394

Mr. Peter F. Broadbent, Jr., Chairman
Grant Committee
Virginia Genealogical Society
5001 West Broad Street, Suite 115
Richmond, VA 23230-3023

Re: Virginia Genealogical Society Member #6352

Dear Chairman Broadbent:

We are delighted to bring to you a project that promises to be of significant historical and genealogical assistance to Virginia researchers.

A few years ago, a successor to property once owned by the Chapman family found in its old barn some deteriorating file cabinets containing notes made by a deceased Chapman relative. Asked to provide a sample of his find, the owner drove up to the Smithfield Library with his pickup filled with cardboard boxes – the entire collection now known as the Chapman Collection. These boxes contained the life's work of Blanche Adams Chapman, noted Virginia genealogist.

You are no doubt familiar with Mrs. Chapman's books concerning marriages, wills and administrations in Isle of Wight, Elizabeth City, and Southampton Counties during 1620 to 1800. The predominantly handwritten notes of the Chapman Collection contain many more details, branch lineages, and facts concerning the families found in her research than ever appeared in her published volumes.

Making this information readily available to the public is our goal. The focus of this grant application is to obtain funding for a genealogist to organize, categorize, and evaluate the Chapman Collection before archival. The genealogist's summary of the types and amounts of documents that describe information not already published will be used to determine the appropriate method of archival - digitization, microfilm, or transcription. We hope to enter into a partnership with the Library of Virginia for digitization of this collection in the near future, depending upon the contents of the collection. Mrs. Virginia Rollins, Director of the Newport News Family History Center, has agreed to donate hours of her time overseeing this project.

The anticipated cost of this project is \$7,013, of which the Blackwater Regional Library's share in staff time and volunteer hours is \$2,708. We request funding from the Virginia Genealogical Society in the amount of \$4,800 to fund this project.

We would be glad to arrange a site visit or provide any additional information you may need. Please contact Mrs. Emma Jean Brady, Branch Manager, Smithfield Library, if you have any questions at (757) 377-2264 or at ebrady@rawls.lib.net. Thank you for reviewing this grant application.

Sincerely,

Ms. Patricia Ward Mrs. Emma Jean Brady

Ms. Patricia Ward
Director
Blackwater Regional Library
22511 Main Street
Courtland, VA 23837

Mrs. Emma Jean Brady
Branch Manager
Smithfield Library
255 James Street
Smithfield, VA 23430

Enclosure: Virginia Genealogical Society Grant Application and Attachments

Virginia Genealogical Society

5001 West Broad Street, Suite 515

Richmond, VA 23230-3023

(804) 285-8954

Application for special grant program to support increased access to archival material.

The Virginia Genealogical Society has a deep interest in providing access to Virginia-related material which would assist genealogical and historical researchers. To assist with this effort, the Society will offer a special grant, to be awarded annually in its discretion, in the \$1,000 - \$5,000 range, to organizations that are members in good standing of the Virginia Genealogical Society. **Applications should be received by February 15th**. Grant awards will be announced at the VGS annual meeting. Progress reports will be required three months after a grant is awarded, with a final report due 11 months after grant is received. These reports may appear in the *Virginia Genealogical Society Newsletter*. Applicants should carefully review award guidelines provided by VGS.

Organization Smithfield Library, Blackwater Regional Library ^{System} Date February 11, 2002
Contact Person Mrs. Emma Jean Brady Title Branch Manager, Smithfield
Library
Address 255 James Street, Smithfield, VA 23430
Telephone (757) 357-2264 Days/hours at this number 9-5 Email ebrady@rawls.lib.net
Organization has been a member of Virginia Genealogical Society since 2001
Local government
Total membership in organization public library Year organized 1924
Annual income of organization government, non-profit Yearly budget (please attach) See Attachment A
Number of staff for archives. Please provide resume of primary archives personnel. See Attachment B
 Full-time 1 Part-time 1 Volunteers

What public access does your institution currently provide to your holdings? Include hours of operation.

See Attachment C

Please give an overview of your institution's holdings of historical records which need improved access. Include information on subject matter, historical or genealogical significance, and needs for improved access. (You may use additional pages.)

See Attachment D

How will your institution use this grant to improve access? (You may use additional pages.)

See Attachments E and F

Please describe matching funds for this program (if any), volunteer hour commitments (if any), and any other factors evidencing a commitment to improve access. (You may use additional pages).

See Attachments G, H, and I

Signature of president of organization

#542033v2

BLACKWATER REGIONAL LIBRARY SYSTEM SMITHFIELD LIBRARY ATTACHMENTS

- A) Current Operating Budget
- B) Resumes of Primary Archives Personnel
- C) Current Public Access to Chapman Records
- D) Overview of Chapman Records that Need Improved Access
- E) Grant Proposal: How to Improve Access
- F) Proposed Grant Budget
- G) Matching Funds and Commitment to Improve Access to Records
- H) News Articles
- I) Smithfield Branch Library Brochure and Genealogical Information

**Blackwater Regional Library System
Smithfield Library
Attachment C
Current Public Access
to Chapman Records**

CURRENT PUBLIC ACCESS TO CHAPMAN RECORDS

The Smithfield Library has a separate Genealogical Room containing an extensive collection of Virginia genealogical books and records with a particular emphasis on Isle of Wight County. A microfilm reader hooked up to a computer provides the ability for patrons to copy microfilmed material to a computer disk, to print copies, or to e-mail the material to another location. This Genealogical Room is kept locked, but patrons may gain access at any time upon request during hours of library operation: Monday, Tuesday, and Wednesday, 9 a.m. to 9 p.m., Thursday and Friday 9 a.m. to 5 p.m., and Saturday 9 a.m. to 3 p.m. Materials are not permitted to leave this room; librarians are available to make any copies requested.

The Chapman Collection is currently kept in two parts. The 3" by 5" cards of notes for individual families is kept in an old card catalog in the Genealogy Room, in alphabetical order by family last name. These cards are readily available for patron use in the Genealogy Room.

The remainder of the collection consists of handwritten notes in pencil and in ink, typewritten notes, and original letters. Due to their deteriorating condition, these materials are kept in a locked closet across from the Genealogy Room. Some of this material is meticulously organized in some 524 manila folders identified and alphabetized by family name. These manila folders are only made available to patrons involved in serious genealogical research who will respect their fragility and rarity. A sizeable portion of the Chapman Collection consists of binders, stenographic notebooks, and boxes of handwritten notes that need to be collated by locality or by family and are unusable by patrons at this time.

**Blackwater Regional Library System
Smithfield Library
Attachment D
Overview of Chapman Records
That Need Improved Access**

OVERVIEW OF CHAPMAN RECORDS THAT NEED IMPROVED ACCESS

Noted Virginia genealogist Blanche Adams Chapman published no less than nine books concerning marriages, wills and administrations from 1610 to 1800 in the counties of Isle of Wight, Elizabeth City, and Southampton, Virginia.² Her work is of prime importance to genealogists and families across America, due to the rarity of pre-1750 historical records and because of the tremendous dispersal by 1800 of many of the descendants of the first settlers in Isle of Wight, Southampton, and Elizabeth City Counties, Virginia. In short, countless family lineages trace back to this area.

A former researcher for the Library of Congress, Mrs. Chapman spent many years researching court records, cemeteries, and other historical sources of several Virginia counties. Mrs. Chapman passed away in 1958. A few years ago, a successor to property once owned by the Chapman family³ found in its old barn some deteriorating file cabinets containing Mrs. Chapman's predominantly handwritten notes of this research. Asked to provide a sample of his find, the owner drove up to the Smithfield Library with his pickup filled with cardboard boxes – the entire collection now known as the Chapman Collection. These boxes of notes, binders, notebooks and 3" by 5" cards contain many more details, branch lineages, and facts concerning the families found in her research than ever appeared in her published volumes. Her books are only summaries of the bounty of her research.

The Chapman Collection contains:

- Index cards (3" x 5") filling 20 card catalog drawers

² Isle of Wight County Marriages, 1628-1800, compiled and edited by Blanche Adams Chapman, (1933); Wills and Administrations of Isle of Wight County, Virginia, 1647-1800, abstracted and compiled by Blanche Adams Chapman, (1938); Wills and Administrations of Elizabeth City County, Virginia, and Other Genealogical and Historical Items, 1610-1800, abstracted and compiled by Blanche Adams Chapman, (1941); Wills and Administrations of Southampton County, Virginia by Blanche Adams Chapman, (1947); Marriage Bonds of Southampton County, Virginia, 1750-1800, compiled and published by Blanche Adams Chapman and Catherine Lindsay Knorr, (1948); Wills and Administrations of Isle of Wight County, Virginia, 1647-1800, by Blanche Adams Chapman, with a consolidated index by Jessica Budick and Anita Comtois, (1975); Marriages of Isle of Wight County, Virginia, 1628-1800, by Blanche Adams Chapman, (1976); Wills and Administrations of Southampton County, Virginia, 1749-1800, by Blanche Adams Chapman, (1980); Wills and Administrations of Elizabeth City County, Virginia, 1688-1800, with Other Genealogical and Historical Items, by Blanche Adams Chapman, with a new index by Gary Parks, (1980).

³ The old barn on former Chapman property is located on Route 620 near Stott's Crossroads in Isle of Wight County, Virginia. Mrs. Blanche Adams Chapman is not to be confused with Mrs. Florence Britt Chapman. Mrs. Blanche Adams Chapman's brother-in-law and sister-in-law, Benjamin P. and Florence Britt Chapman, built a house in the 1892 on South Church Street in Smithfield, Virginia. Upon her death, Mrs. Florence Britt Chapman willed the use of this home to the Town of Smithfield as long as it was used for a library. This building housed the Smithfield Library from 1945 until 1989, when the library moved to the old Smithfield High School Building on James Street in Smithfield.

- 524 manila folders identified and alphabetized by family name. Contain some typewritten material and some correspondence, but mainly handwritten notes in pencil on various sizes of paper - notebook size (8.5" x 11") down to odd sized scraps of paper. Some files are about ¾" thick, others have merely a few pages.
- 37 stenographic notebooks (approximately 6" x 9") containing handwritten notes in pencil
- 8 hardcover three ring binders containing some typewritten notes and some handwritten notes in pencil
- 3 cardboard boxes (approximately 12" x 14") of assorted papers. The combined depth of the materials in these boxes totals 30". These materials consist of some typewritten material and some correspondence, but mainly handwritten notes in pencil on various sizes of paper - notebook size (8 5" x 11") down to odd sized scraps of paper.
- 4 cardboard boxes (approximately 12" x 14") of copies of draft manuscripts for Mrs. Chapman's published works.

**Blackwater Regional Library System
Smithfield Library
Attachment E
Grant Proposal:
How to Improve Access**

GRANT PROPOSAL: HOW TO IMPROVE ACCESS

We anticipate that the Chapman Collection will contain a significant amount of genealogical and historical information for Isle of Wight, Southampton and James City Counties that is not already published in Ms. Chapman's works. Making this information readily available is our goal. The focus of this grant application is to obtain funding for a genealogist to organize, categorize, and evaluate the Chapman Collection before archival. The genealogist's summary of the types and amounts of documents that need to be preserved will be used to determine the appropriate method of archival - digitization, microfilm, or transcription.

Digitization, due to its great accessibility, is our first choice for archival of this information. The Library of Virginia offers a number of partnerships to Virginia agencies for digitization of unique historical and genealogical information. Under partnership, the actual scanning and metadata work for digitization can occur at either the agency's site or at the Library of Virginia's facilities. The documents are then available to the public on the Library of Virginia's web site. We have begun preliminary talks with the Library of Virginia for consideration of such a partnership for the Chapman Collection, but organization and evaluation of the material needs to be made before such talks can proceed further. In any event, this work must be done before preservation will be meaningful. Despite rapid technological development of digitization techniques, one step in the process has uniformly remained paramount: preparation of the documents in a cohesive, categorized order before any scanning is done. "The more work an agency does up front organizing and evaluating the material to be digitized, the better their digitized results will be", summarizes Samuel Byrd, Project Coordinator, Digital Library Program, Library of Virginia.

In 2000, a volunteer, Sue Canizares, spent 10 to 12 hours transcribing the notes on a portion of the 3" by 5" index cards from the Chapman Collection into *Clooz* files, until other obligations precluded her from continuing. She input into *Clooz* information to make 2,392 files, representing information from A to Carter, equal to about three and a half drawers of the twenty card catalog drawers of index cards. She did no work on the assorted papers of handwritten notes that comprise the bulk of the collection. No further work has been done on the Chapman Collection except for a few staff hours to quantify the material for this grant application. Unfortunately, like most libraries, Smithfield Library staff lacks the time and to some extent, the genealogical expertise, to organize, evaluate, and prepare the Chapman Collection.

Organization of the Chapman Collection

Planned organizational activities include:

- Organize the Chapman Collection into files by family name or by locality
- Evaluate and set aside what is important to preserve: those portions of the collection that are not already published in the various Chapman books

- Decide which portions of the notes to be preserved are eligible for scanning or microfilming and which must be transcribed¹ and organize documents accordingly
- Prioritize which portions of the material to be preserved should be done first
- Write a detailed summary of the kind and amounts of documents that need preservation and which portions are poor candidates for scanning or microfilming

Reading, categorizing, and organizing the Chapman Collection will be a labor-intensive process. This work will require a genealogist's knowledge to evaluate what the notes mean, determine whether the information is unpublished, and properly categorize the material.

Handwriting in pencil is difficult to read for long periods. Because most of the material is in this form, no more than five hours a day are anticipated for this work. We have estimated that this project will take sixteen weeks at a rate of twenty hours a week, or a total of 320 hours.

Management Plan and Personnel

Mrs. Emma Jean Brady, Branch Manager, Smithfield Library, Blackwater Regional Library, will hire staff, oversee the project budget, and direct overall participation in this project. Mrs. Bonnie Lauver, Public Service Manager, will work closely with the Genealogist on tasks assigned by the Branch Manager. Mrs. Virginia Rollins, Director of the Newport News Family History Center, agrees to serve as Volunteer Genealogist Coordinator on a volunteer basis should this grant be funded. The Volunteer Genealogist Coordinator will orient the project Genealogist to Mrs. Chapman's work and the Chapman Collection, and oversee the progress of the Genealogist's work to ensure attainment of project goals and completion of the work in a timely manner. She will be available an average of two hours a week for the sixteen weeks. Staff and volunteer time providing Blackwater Regional Library's share of the costs of the project are set out in Schedule G, "Matching Funds and Commitment to Improve Access to Records".

Staff to be hired for the project will include:

A Genealogist who possesses or is willing to gain knowledge of Mrs. Chapman's published works to better evaluate the contents of the collection. The Genealogist will read through the collection, and categorize, organize, and evaluate the Chapman Collection documents, under the supervision of the Volunteer Genealogist Coordinator. The Genealogist will write a detailed summary of the types and amounts of culled documents deemed appropriate for preservation. The Genealogist will work twenty hours a week for sixteen weeks.

Workspace and Equipment

¹ Whatever transcription that results from this analysis may or may not be input into *Clooz*. This software may be too antiquated to use at that point

**Blackwater Regional Library System
Smithfield Library
Attachment G
Matching Funds and Commitment to
Improve Access to Records**

MATCHING FUNDS AND COMMITMENT TO IMPROVE ACCESS TO RECORDS

We seek funding from the Virginia Genealogical Society for one part time position, a Genealogist, to staff this project. All other positions, oversight by Mrs. Emma Jean Brady, Branch Manager, and work by Mrs. Bonnie Lauver, Public Service Manager, both of Smithfield Library, and the services of Mrs. Virginia Rollins, Volunteer Genealogist Coordinator, will be provided by Blackwater Regional Library as part of its cost-sharing.

Management

As Project Director, Mrs. Emma Jean Brady, Branch Manager of Smithfield Library, will devote 6.6% of her time over the twenty weeks for initiation of and completion of the project. She will hire project staff, oversee the project budget, and direct overall participation in this project. Mrs. Bonnie Lauver, Public Service Manager, Smithfield Library, will contribute 6.6% of her time over twenty weeks to work closely with the project Genealogist on tasks as assigned by the Branch Manager.

Mrs. Virginia Rollins, Director of the Newport News Family History Center, will volunteer her services as Volunteer Genealogist Coordinator. She will orient the project Genealogist to Mrs. Chapman's work and the Chapman Collection, and oversee the progress of the Genealogist's work to ensure attainment of project goals and completion of the work in a timely manner. She will be available an average of two hours a week for the sixteen weeks.

Space, Furniture and Equipment

Blackwater Regional Library will provide the necessary space, furniture and supplies (folders, notepads) as part of its cost-share. The intended space is an existing portion of the Smithfield Library.

Volunteer Hours to Date

A volunteer, Sue Canizares, spent 10 to 12 hours transcribing data from three and a half card catalog drawers of the twenty card catalog drawers in the Chapman Collection until other obligations precluded her from continuing.

**Blackwater Regional Library System
Smithfield Library
Attachment H
News Articles**

Unpublished notes found in attic

Many who search for years for an elusive ancestor are hopeful something will turn up in an old book, a trunk in the attic, or an Internet index.

It happens. This story is of records stored in boxes in an old barn in Isle of Wight County. Brought recently to the county library, they are extensive, unpublished notes of Blanche Adams Chapman, once a researcher in the Library of Congress, who spent years examining court records of several Virginia counties.

Her published works are "Abstracts of Wills and Administrations of Isle of Wight, 1647-1800," published 1938; "Marriages of Isle of Wight, 1528-1800," published 1933; "Marriages of Southampton County," published 1948; "Wills and Administrations of Elizabeth City County, 1688-1800," published in 1941; "Surry County Records, 1652-1672," and "Wills and Administrations of Surry County, Virginia, 1671-1730."

Blanche Adams Chapman was born in 1895 in Newport News, daughter of Henry and Elizabeth Carter Adams. She married Lewis Chapman and moved to Isle of Wight, where she died July 22, 1958, at age 63 and was buried in Ivy Hill Cemetery.

At his home in Smithfield, her son, Lewis Chapman Jr. who stored the records, cherishes the family pedigree which traces lineages to barons of Runnymede, to Carter's Grove in Williamsburg, and earliest names in Isle of Wight.

Blanche Chapman was an officer in the National DAR, a first vice regent of the National Daughters of the Confederacy, a founding member of the Cranco Chapter in

FAMILY HISTORY

Virginia H. Rollings

Surry County, and among notable historians who established the memorial cross on Cape Henry, site of the first landing, in 1607, of the three ships headed for Jamestown.

Chapman's research shows a great deal of moving around of early families. About 1754, William Little and William Mouring of Isle of Wight, sold land in Elizabeth City (now Hampton) to Thomas Davis.

Joseph Lancaster and his wife Mary, of York County in 1746, sold land in Surry to Richard Presson, previously owned by Joseph's father, Robert Lancaster, deceased in Surry.

The Pedin Bible names descendants of Edmund Pedin, born March 7, 1776, son of James and Mary Pedin. On Nov. 26, 1807, he married Priscilla Wills, daughter of Henry D. Wills of Isle of Wight. Wills were first families in Warwick County. Children of James and Mary (Wilkinson) Pecir, married June 8, 1765, were Mary Pedin, born Nov. 1769; Ann, born Feb. 4, 1771; Elizabeth, born March 29, 1773; James, born Oct. 27, 1774 (died infant); Edmund (above); Margaret, born April 29, 1779; Jeremiah, born Jan. 15, 1781; and Easter, born April 13, 1783. Others are given.

The large JONES file begins with the 1644 will of Anthony Jones who left property to his brother William. "If he comes to this country," He names daughter-in-law, Ann Smith, and John

Jones, son of Abraham Jones on the Blackwater. The 1741 will of

Annie MACKPHERSON, a widow of Stafford County, names sons James and Matthew Hubbard; sons Francis and Edward Watts; granddaughter Ann Jones, daughter of George and Edward Jones. The "plantation whereon I live" was given her son, Edward Watts and after his decease to Joseph Waugh, witness to the will.

Notes include the marriage of John CHAPPELL and Martha Crews, April 8, 1788, and a 1672 court record of the appointment of William DUKE and his wife, Hannah, as guardians of her daughter, Elizabeth, orphan of William Bird, and as administrators of Bird's estate. Newit Wheeler was made guardian of Thomas Bird, also orphan of William.

Richard Jones, son of Richard, was pastor of Mill Swamp Church for thirty years until his death in 1737. The 1757 will of another Richard Jones names sons Benjamin, Solomon, Jacob, and Richard.

A copy of the Hodsden Bible is filed. The original Bible was in the tower of old St. Luke's Church, guarded by Quincy Gilliam, historian there for years. The date of death of Honour Pasteur was entered: March 16, 1805, age 50. Honour, daughter of George Wilson of Isle of Wight, married Capt. John Pasteur, an English sea captain who often ported at Smithfield. Wilson's first

daughter, Elizabeth Wilson, married William Derring, son of James Derring of Isle of Wight and grandson of Nicholas Derring, in Warwick County in 1687. Another daughter, Ann Wilson, married Capt. John Sinclair.

Chapman kept a copy of the

compiled in 1955 by Caroline Baytop Sinclair of Gloucester.

More than 375 family names are now indexed. Space allows mention of a few: Abernathy, Barrow, Bevan, Bidgood, Casey, Chamberlin, Chalmers, DeLoach, Elam, Ellis, Exum, Flerning,

Fitzhugh, Flood, Giles, Griffin, Hardaway, Haskins, Holdsworth, Hunniford, Irby, Ledbetter, Lightfoot, Poythress, Summerell, Tynes, Walton, Wingfield, Wray, Wiggins, and Wyche.

Isle of Wight County Library needs volunteers to help get the papers fully indexed and in microfiche covers, and to enter the family histories on computer discs.

Call Sybil Gillespie at Isle of Wight: Public Library, Monday-Friday; phone, 357-2264.

The 11th annual seminar of the Virginia Society for Black Historical and Genealogical Research convenes at 9 a.m. June 12 at St. Cyprian's Episcopal Church, 1242 West Queen St. Hampton. Speaker: Dee Parmer Woodcut, author of "A Place Called Down Home, an African American Guide to Genealogy and Historical Identity."

The price is \$15 for members and \$20 for non-members includes box lunch. Make check to A.A.H.G.S. Hampton Roads; address: *Serinity Committee, P.O. Box 2448, Newport News, VA 23606.*



Write to Rollings,
c/o Daily Press,
7505 Warwick
Bldg., MP 1203,
Newport News, VA
23607.

RELIGION: Can

Music/concerts

Bruton Parish Church. 11 a.m. today: Wren Chapel organ recital with James Dailing; 8 p.m. today: Bruton Church Chamber Chorus Concert. "Voice" from Northern Virginia. Duke of Gloucester Street (W)

Warwick River Mennonite Church. 7 p.m. today: 7 p.m. Sunday: concert. "Foot-prints and more." 250 Lucas Creek Road (NN).

Williamsburg Assembly of God. 7 p.m. Sunday-Thursdays. original play. "Voices in the Crowd". 5232 Longhill Road (W). Admission is free. Information: 253-2990.

Special events

Abyssinia Baptist Church. 11 a.m. June 13: Youth Day service with the Rev. Shaun Terrell of Macedonia Baptist Church. 3001 Wickham Ave (NN)

Christian Union United Church of Christ. 11 a.m. Sunday: Women's Day service with the Rev. Marion Allen Christian; 3236 Chestnut Ave (NN)

First United Methodist Church. Today-Sunday: Faith Outreach weekend: with the Revs. Dor Pizeck and Rich Miser; youth activities, entertainment; 2 Beach Road (H) Information: 851-6302

First United Methodist Church. 8:30 and 10:45 a.m. June 13: children's musical. "Daniel." Bible carnival during the Sunday school and cook-out at noon. 10246 Warwick Blvd (NN)

Gettysburg Baptist Church. Today: Music Ministry Workshop for music professionals, choir members or anyone who wants to learn more about music; the workshop will be taught by James Bignon of Atlanta, who has 25 years of experience. 3509 Chestnut Ave (NN) Information: the Rev. A. Lamont Wesson. 244-8833.

Hilton Chr. tian Church (Disciples of Christ). 5 p.m. Sunday: Spring Choralata: reception following in the fellowship hall. '00 James River Drive (NN)

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Chapman family descendant of friend of Shakespeare

The Chapman family, though not of the earliest to settle in Isle of Wight County, has been here just 300 years.

From "The Chapman Family Association" we learn "The name Chapman is Saxon origin, from ceapman — a man, or merchant.

As early as 1216 the name appears in Wiltshire, England being recorded in the rolls of Whitby Abbey. The family granted patents of nobility at an early date in England, Scotland and Ireland.

They became distinguished in civil and military life, as well as in the arts of letters. George Chapman, was a friend of Shakespeare. Sir Chapman was Lord Mayor of London in 1689. One of the family, Melior Chapman, so distinguished himself in

life that in death he found a resting place in Westminster Abbey.

The Chapmans were always ready to shoulder their muskets, and representatives of the family are to be found in all the Indian Wars, in the great struggle for Independence and in the Confederate War.

Charles Chapman is the first of the name to be found in the Isle of Wight records, and is believed to have many descendants still living in the area. In Deed Book 1, p28, a deed of March 9, 1693, conveys to Mr. Charles Chapman 200 acres of land for the importation of himself and Ann Day Chapman, his wife, and John and Charles, his sons, into this country, being legally proved in Court. Signed by Henry Applewhaite.

His name frequently occurs thereafter.

ter as attorney for various people and as witness on wills and other documents; he served as Clerk of the County Court from 1696 until his death in 1710. In his will, dated Dec. 20, 1709, and recorded Feb. 26, 1710, he mentions son John, grandson Charles, friend Arthur Smith, and names son Joseph executor. (Will Book 2, p516).

The wife of Charles Chapman was Anne Day, daughter of Mary Bennett and her first husband, who is believed to have been John Day of London. Mary Bennett Day was a daughter of Edmund Bennett, and an account of this Bennett family is given in John Bennett Boddie's "17th Century Isle of Wight."

Charles and Anne Day Chapman had three sons:

1. John Chapman — who inherited

Smithfield reflections

by Sig Dashiell



from his father his "Great Bible" which was in possession of N. W. Norsworthy as late as 1901. It is the German translation known as the "Old Ezeches Bible" and in it John Chapman recorded the birth dates of several of his 10 children and other family information.

2. Charles Chapman — mentioned in the deed of 1693, but not in his father's will of 1710 may have died young.

3. Joseph Chapman — whose will was recorded (Will Book 3, p189) Dec. 22, 1729, in which he mentions his wife Alice, leaves to his son Charles "land I bought of John Butler and John Rodaway; son-in-law John Applewhaite; and daughters Mary, Martha, Elizabeth and Alice.

Some of the descendants of these two brothers — John and Joseph — will be traced in future articles.

Legacy of the Chapman family continues

(Continued from last week.)
Charles Chapman (died 1710) the first of the Chapman family to settle in Isle of Wight County, and his wife, Ann Day Chapman, had the following sons: I. John Chapman II. Charles Chapman III. Joseph Chapman
I. John Chapman — married on Feb. 15, 1704, to Frances, daughter of Thomas Ward. Their children and grandchildren were:
a. Patience Chapman — married Moses Wills Feb. 15, 1723.
(a) Mary Wills, born May 3, 1725.
(b) Ann Wills, born Nov. 23, 1730.
2. Benjamin Chapman — born Feb. 8, 1706, and baptized 10th day following; died Aug. 23, 1723, in his 16th year.
3. John Chapman (descendants undetermined)
4. Charles Chapman (descendants undetermined)
5. Mary Chapman.
6. Eacnael Norsworthy Chapman — baptized Aug. 6, 1722; Mary Forbes and Wm. Norsworthy, witnesses.
7. Joseph Chapman — born Nov. 13, 1724; married Lydia.
(a) Sacra Chapman, born Sept. 22, 1755.
(b) John Chapman, born Feb. 29, 1763.
Frances Ward Chapman died July 22, 1727, in the 39th year of her age. Chapman then married Mary Marshall, widow, and daughter of Thomas Bevan, by whom he had:
8. William Chapman, born Dec. 28, 1729.
9. Thomas Chapman.
10. Elizabeth Chapman.
The will of John Chapman, of the Lower Par-



Smithfield reflections

by Sig Dashiell

ish, dated Sept. 10, 1736, and recorded Nov. 28, 1737, in Will Book 4, p183, mentions daughter Patience Wills (Wills); to son John my Bath Seal, and requests him to care for his own brother Joseph; son Charles; daughter Mary; son Joseph; sons William and Thomas to live with their mother until they are 14; wife Mary; daughter Elizabeth. Executors, wife Mary and son Charles Chapman. Witnesses: Charles Fulgham Jr. and Mary Bevan.

II. Charles Chapman — who is believed to have died young.

III. Joseph Chapman-married Alice.

- (a) Charles Chapman
- (b) Mary Chapman
- (c) Martha Chapman
- (d) Elizabeth Chapman
- (e) Alice Chapman

The will of Joseph Chapman was recorded Dec. 22, 1729 (WB 3, p189) and mentions wife Alice, leaves to son Charles "the land I bought of John Butler and John Rodaway"; son-in-law John Applewhite; daughters Mary, Martha, Elizabeth

and Alice. Witness: Thomas Uzel.

These were the first three generations of Chapmans in Isle of Wight. Many family lines have been traced back to Charles Chapman who died in 1777 — who was the son of either John who died in 1737, or Joseph who died in 1729, but it will require more research to determine which, as the same given names are used in each generation. Some of these lines will be traced in this column from time to time.

Another, but unrelated, Charles Chapman, a native of England, settled in Isle of Wight County around the middle of the 19th century. This was Charles Hammel Chapman who married Ann Fletcher and had two sons:

1. Cornelius Hammel Chapman (1847-1928) who married Hannah Agnes Godwin (1851-1933), on Jan. 5, 1870. Their 11 children were: Charles Hammel, Mary Fletcher, Sarah Lilly, Novella Ruth, Annie Maude, Zella May (1885-1976), who married Isaac Warren Jones; Daisy Cornelius, Hannah Lee, Nellie Agnes, Ethel Geneva and Marian Godwin.

2. Benjamin P. Chapman (1849-1931) married in 1878 to Florence A. Britt (1858-1928). Their children were: James T., Nannie Britt, Cora Lee, Benjamin, Lewis L. who married Blanche Howard Adams and had Betty Carter Chapman and Lewis L. Chapman Jr.; and George, who died young. The home that was built in the 1890s for Benjamin P. and Florence Britt Chapman on Church Street in Smithfield is now the Benjamin P. Chapman Memorial Library.

The old home of Cornelius Hammel Chapman, which he bought in 1879, is on Route 620 near Scott's Crossroads, and is owned now by Judge Robert B. Edwards of Smithfield

1945-1989

Chapmans made their mark in county records

Most of the Chapmans living in the area today are descendants of the Charles and Ann Day Chapman who settled in Isle of Wight County as early as 1693, through their great grandson William Chapman (c1750-1804) whose wife was Mary Crocker.

William and Mary Crocker Chapman had four sons and four daughters. Their son Hardy Chapman (died 1806) married Sallie Johnson (1774-1854), and had, among others, Hardy Chapman who married Matilda Holmes, and whose descendants are the subject of the following sketches.

From Hardesty's Encyclopedia, published in 1884:

"WILLIAM SAMUEL CHAPMAN, M.D. is descended from the old English families of Chapman, Holmes, Johnson and Clayton, who were among the first settlers of Virginia, and whose descendants have been eminent among its distinguished residents. He was born in this county (Isle of Wight) at his present residence, on the 5th of June, 1836, a son of Hardy and Matilda (Holmes) Chapman. His father was for some 40 years a magistrate of the county, an office worthily filled by various members of the family for three generations. The family has also furnished representatives for the House of Burgesses, etc. Several of Dr. Chapman's ancestors were in the 1812 war and in the Revolutionary struggle. His brothers, Josiah E. and Robert J. Chapman, served in the war between the States, and Robert J. offered up his life on the battlefield of Gettysburg.

"Dr. Chapman enlisted as a private, April 17, 1861, was promoted to first lieutenant, and at the close of the war was in command of a battalion. He served at times as surgeon, but declined a commission as such. He was wounded in the battle of



Smithfield reflections

by Sig Dashiell

South Mountain, the Crater, again at Manassas, also near Petersburg, and a fifth time at Cumberland Church. After the war he engaged in the practice of his profession for 15 consecutive years, but on account of his health now gives his attention principally to the cultivation of his estate. In 1883 he was elected county supervisor. At Windsor, Isle of Wight county, April 3, 1866, he was united in marriage with Anna Elizabeth Owens, and their children were born: Robert Ernest April 24, 1869; Judson Owens, May 6, 1873; Anna Maude, March 18, 1875; Dudley Holmes, April 24, 1877; Paul Garthwright, Feb. 5, 1879; Frederic William, Sept. 4, 1880.

"The wife of Dr. Chapman was born in Southampton County, March 19, 1846, a daughter of Putnam and Sarah (Garthwright) Owens, and she died June 14, 1882. The parents of both Dr. and Mrs. Chapman are no longer living. His post office address is Zuni, Isle of Wight county."

Also from Hardesty's:

"THOMAS JEFFERSON CHAPMAN, born in Isle of Wight county, Aug. 10, 1846, was a son of Hardy and Matilda (Holmes) Chapman. His mother died June 20, 1874, and his father died July 21,

1876. In Isle of Wight county was born Nina Belle, daughter of William Milner Crocker and Martha C. (Glover) Crocker. In this county, May 28, 1874, she became the wife of Thomas J. Chapman. Their children are as follows: Trent Clarke, born Feb. 24, 1875; Daisy Field, Feb. 23, 1878; William Thomas Holmes, Oct. 26, 1879. Robert J. Chapman, brother of Thomas J., enlisted in 1861, was made prisoner in the Gettysburg battle in 1863, and sent to Point Lookout, where he died after nine months imprisonment.

"Thomas J. Chapman is a farmer of Hardy district, has served as deputy marshal of Isle of Wight county, in Windsor district; was one year tax collector, and two years registrar for Zuni precinct. His post office address is Smithfield, Isle of Wight county, Virginia."

The above Trent C. Chapman married Lillie Porter and their only child, Mittie Porter Chapman, married Isaac Newton Jones II (died 1982) and still occupies the old Crocker-Chapman home in the county.

William Thomas Holmes Chapman (died 1945), was Sheriff of Isle of Wight for a number of years; he married Mary Bates of King & Queen County, and they were the parents of Dr. William Holmes Chapman who married Daphne Sheffield and lives in Suffolk, and Mary Pendleton Chapman who married Charles Glasgow Butt and lives in South Hill, Va.

Daisy Field Chapman (d. 1954) married William Taliaferro and had: William J., Trent G., Robert R., S. Spottswood, Oscar B., Andrew B., and three daughters who married, respectively, Robert Goldin, John S. Williamson Jr. and Robert W. Foster.

**Blackwater Regional Library System
Smithfield Library
Attachment I
Smithfield Library Brochure and
Genealogical Information**

Weekly preschool story hour programs

After-school programs for children

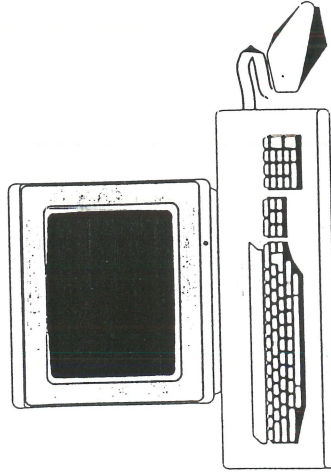
Summer reading program for children

Adult programs

Volunteer programs

Community room for meetings

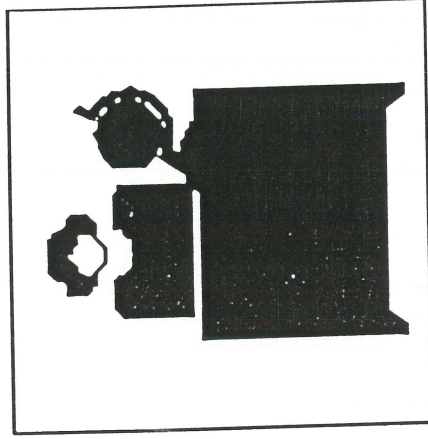
Bookmobile



NEW SERVICES

- Word Processing
- Internet

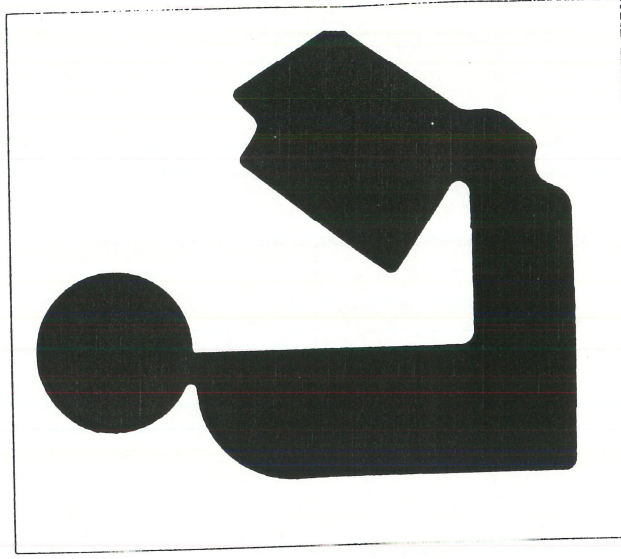
- | | |
|--------------------------|-------------------|
| Director | - Patricia Ward |
| Assistant Director | - Beverly Worsham |
| Branch Manager | - Emma Jean Brady |
| Assistant Branch Manager | - Karen Zukosky |
| Public Service Manager | - Bonnie Lauver |
| Library Assistants | - Terry Andrews |
| | - Joyce Perduc |
| | - Joan Rohlfis |
| | - Beata Wrenn |



SMITHFIELD LIBRARY ASSOCIATION MEMBERS

- | | |
|----------------|-------------------|
| President | - Mervyn Rhodes |
| Vice President | - Julie Hillegass |
| Secretary | - Joan Earl |
| Treasurer | - Mancir Hicks |
| | - Sandra Council |
| | - Sally Crocker |
| | - Alec Decker |
| | - Nancy Fortier |
| | - Wanda Parker |
| | - Joanne Willis |

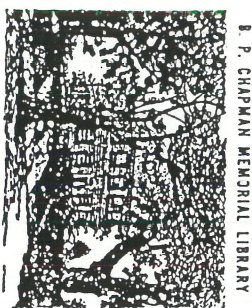
SMITHFIELD BRANCH
affiliated with the Blackwater
Regional Library



255 James Street
Smithfield, VA 23430
757-357-2264

BRIEF HISTORY OF LIBRARY

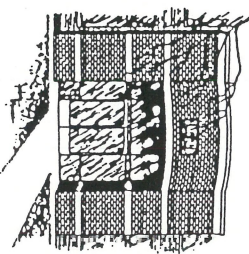
- 1924 - A group of ladies from Smithfield became aware of the need for a local library. In April, these ladies went to the Town Council of Smithfield and asked for assistance in accomplishing this goal. The council voted to allow one room of the Community Building (located where the current Town Hall is), put it in good condition, build shelves and give \$2.50 a month to help support the library.
- 1925 - With donations of books and money from the state and local citizens, the Smithfield Library opened on January 26 with 100 books on the shelves. 10 cents a week was charged for each library book checked out and 2 cents a day for overdue books.
- 1942 - Through community support and with many volunteers operating it, the library grew by leaps and bounds. It moved to the courthouse on Main Street in February, 1942, in order to have more room. At this time, there were 2,852 books in the collection.
- 1945 - When Miss Cora Leigh Chapman died, her home on South Church Street was left to the Smithfield Library Association to be used as a library as long as it was suitable. If the library ever relocated or dissolved, her will stated that the house would revert to the Chapman family. The library was renamed at this time and became the Benjamin P. Chapman Memorial Library. The Town Council increased its giving to \$25.00 a month.



B. P. CHAPMAN MEMORIAL LIBRARY

- 1974 - The library became a part of the Walter Cecil Rawls Regional Library System. From its beginning, it had been operated totally by volunteers, but when it joined the Rawls System, Mildred Moreland was hired as the first librarian.

- 1976 - Mrs. Moreland was replaced by Mrs. Helen Love, who served as librarian until 1978.
- 1984 - The Smithfield Library Association and others campaigned to have the old Smithfield High School on James Street renovated for use as a library.
- 1985 - In February, the Smithfield Library Association voted to endorse the Reuse and Site Development Plan and Program for the Old Smithfield High School Property proposed by John I. Cofer and Associates.
- 1988 - Renovation began on the old high school buildings and area around it.
- 1989 - On November 29, the ribbon cutting ceremony was held at the new facility and the doors were opened to the public for the first time. The name was changed to the site of Wight County Library/Smithfield Branch.

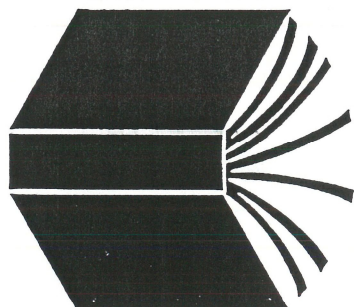


ISLE OF WIGHT COUNTY LIBRARY
SMITHFIELD BRANCH

- 2000 - The library celebrates its 75th birthday.

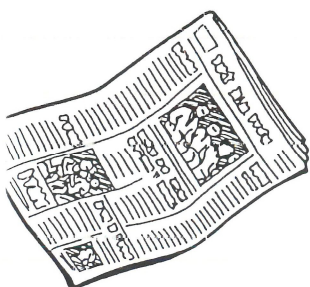
HOURS

MONDAY	•	9:00-9:00
TUESDAY	•	9:00-9:00
WEDNESDAY	•	9:00-9:00
THURSDAY	•	9:00-5:00
FRIDAY	•	9:00-5:00
SATURDAY	•	9:00-3:00



RESOURCES

Books
Books On Tape
Magazines
Genealogy Materials
VHS Movies
Photo Copier
Microfilm Reader-Printer
Newspapers
Interlibrary Loan
Tax Forms



Monday, 11-Feb-2002 08:35:24 ***** Blackwater Regional Library	
<u>Isle of Wight County marriages, 1628-1800. Compiled and edited by Blanche Adams Chapman.</u> Chapman, Blanche Adams, 1895-1958, ed. [Smithfield, Va.] 1933. 137 pgs	• Courtland ◦ Genealogy ■ GEN 929.3 Cha [Available]
<u>Marriage bonds of Southampton County, Virginia, 1750-1800, compiled and published by Blanche Adams Chapman and Catherine Lindsay Knorr.</u> Chapman, Blanche Adams, 1895-1958, ed. [Richmond] 1948. 100 pgs	• Courtland ◦ Genealogy ■ GEN 929.3755 Cha [Available]
<u>Marriages of Isle of Wight County, Virginia, 1628 1800 / by Blanche Adams Chapman.</u> Chapman, Blanche Adams, 1895-1958, ed. Baltimore : Genealogical Pub. Co., 1976. 124 pgs	• Courtland ◦ Genealogy ■ GEN 929.3 Cha [Available] • Franklin ◦ Genealogy ■ REF 929.3 Cha [Available] • Smithfield ◦ Genealogy ■ REF 929.3 Cha/Gen Room [Available]
<u>Wills and administrations of Elizabeth City County, Virginia, 1688-1800, with other genealogical and historical items / by Blanche Adams Chapman ; with a new index by Gary Parks.</u> Chapman, Blanche Adams, 1895- Baltimore : Genealogical Pub. Co., 1980. 198 pgs	• Courtland ◦ Genealogy ■ GEN 929.3755 Cha [Available]
<u>Wills and administrations of Elizabeth City county, Virginia, and other genealogical and historical items, 1610-1800, abstracted and compiled by Blanche Adams Chapman.</u> Chapman, Blanche Adams, 1895-1958, ed. [Smithfield, Va] 1941 4 pgs	• Smithfield ◦ Genealogy ■ REF 929.3755 Ch/Gen Room [Available] ■ REF 929.3755 Ch/Gen Room [Available] ■ REF 929.3755 Ch/Gen Room [Available]
<u>Wills and administrations of Isle of Wight County, Virginia, 1647-1800. Abstracted and compiled by Blanche Adams Chapman.</u> Chapman, Blanche Adams, 1895-1958, ed [Smithfield, Va.] 1938.	• Smithfield ◦ Genealogy ■ REF 929.3 Cha/Gen Rm [Available] ■ REF 929.3 Cha/Gen Rm [Available] ■ REF 929.3 Cha/Gen Rm [Available] ■ REF 929.3 Cha/Gen Rm [Available]
<u>Wills and administrations of Isle of Wight County, Virginia, 1647-1800.</u>	• Courtland ◦ Genealogy ■ GEN 929.3 Cha [Available] • Franklin

<u>With a consolidated index by Jessica Budick and Anita Comtois.</u> Chapman, Blanche Adams, 1895-1958, ed. Baltimore, Genealogical Pub. Co., 1975. 370 pgs	◦ Genealogy ▪ REF 929.3 Cha [In Transit] • Wakefield ◦ Genealogy ▪ GEN 929.3 Cha [Available]
<u>Wills and administrations of Southampton County, Virginia.</u> Chapman, Blanche Adams, 1895-1958, ed. [Smithfield? Va.] 1947 58	• Courtland ◦ Genealogy ▪ GEN 929.3755 Cha/Bk.1 [Available] ▪ GEN 929.3755 Cha/Bk.2 [Available] • Smithfield ◦ Genealogy ▪ REF 929.375 Cha/Gen Rm [Available] ▪ REF 929.375 Cha/Gen Rm [Available] ▪ REF 929.375 Cha/Gen Rm [Available] ▪ REF 929.375 Cha/Gen Rm [Available]
<u>Wills and administrations of Southampton County, Virginia, 1749-1800 / by Blanche Adams Chapman.</u> Chapman, Blanche Adams, 1895-1958, ed. Baltimore : Genealogical Pub. Co., 1980. 208 pgs	• Courtland ◦ Genealogy ▪ GEN 929.3755 Cha [Available] • Franklin ◦ Genealogy ▪ REF 929.3755 Cha [Available] • Smithfield ◦ Genealogy ▪ REF 929.3755 Cha/Gen Room [Available] ▪ REF 929.3755 Cha/Gen Room [Available]

214

WALTER CECIL RAWLS LIBRARY & MUSEUM

Post Office Box 318
Courtland, Virginia 23837

January 26, 1989

Rawls Library owns the following census schedules and indexes:

ON MICROFILM:

1st census 1790 (Virginia)	T498	reel # 3
3d census 1810 "	M252	69, 70, 71
4th census 1820 "	M33	132, 135, 139, 142
5th census 1830 "	M19	192, 193, 196, 201
6th census 1840 "	M704	564, 569, 574, 575, 576
7th census 1850 "	M432	
free schedules		952, 962, 970, 977, 978
slave schedules		988, 990, 992, 993
8th census 1860 "	M653	
free schedules		1354, 1365, 1372, 1379, 1380
slave schedules		1391, 1394, 1396, 1397
9th census 1870 "	M593	1657, 1664, 1673, 1697, 1680
10th census 1880 "	T9	1373, 1379, 1384, 1390, 1391, 1392, 1393
1890 enumeration of Union veterans and widows	M123	106
12th census 1900 (Virginia)	T623	1714, 1719, 1723, 1729
13th census 1910 "	T624	1632, 1636, 1642, 1649, 1650

The publications numbers and reel numbers above refer to the National Archives microfilm catalogs.

IN BOOK FORM:

Censuses: Virginia tax payers 1782-87 (Fothergill)
Virginia census 1790
State census of North Carolina 1784-1787 2d ed. (Register)
North Carolina census 1790

Census indexes:

Index to the 1810 census of Virginia (Bentley)
Index to the 1820 census of Virginia (Felldin)
Virginia 1830 census index (Jackson)
Virginia 1840 census index (Jackson)
Virginia 1850 census index (Jackson)
Index to the 1800 census of North Carolina (Bentley)
Index to the 1810 census of North Carolina (Bentley)
Index to 1820 North Carolina census (Potter)

ALL OF THESE MATERIALS ARE AVAILABLE FOR REFERENCE USE IN THE LIBRARY.

HELPFUL BOOKS TO SUGGEST
ON ISLE OF WIGHT COUNTY, VIRGINIA
IN OUR GENEALOGY ROOM

PLEASE DO NOT REMOVE THIS LIST FROM THE GENEALOGY ROOM

REF 370 Ha REF 929	A History of Education in Isle of Wight Co., Va. Hall, Lucien T. Isle of Wight County, Virginia Index of Genealogical Information on Micro-film
REF 929.3 Ch	Marriages of Isle of Wight County, Virginia 1628-1800 Chapman, Blanche Adams
REF 929.3 Ch 4 copies	Wills & Administrations of Isle of Wight County, Virginia 1647-1800 Chapman, Blanche Adams
REF 929.3 Ch 4 copies	Wills & Administrations of Isle of Wight County, Virginia 1647-1800 Chapman, Blanche Adams
REF 929.3 CI	American Marriage Records Before 1699 Clemens, William Montgomery
REF 929.3 Ho	Isle of Wight County, Virginia Deeds 1647-1719, Court Orders 1693-1695 and Guardian Accounts 1750-1767 Hopkins, William Lindsay
REF 929.3 Nu	Cavaliers and Pioneers Vols. I, II & III & IV & V Abstracts of Va. Land Patents & Grants Nugent, Marion 1623-1749
REF 929.3421 o	American Wills Proved In London 1611-1775 Coldham, Peter Wilson
REF 929.5 ia	Isle of Wight Cemetery Records, Virginia 1632-1980 Garrett, John William, Jr., Mrs. 2 copies
EF 75.501 o	Seventeenth Century Isle of Wight County, Va. 2 copies (one is kept in closet)
EF 75.501	Isle of Wight County, Va. 1608-1907

THE VIRGINIA GENEALOGICAL SOCIETY'S CHAPMAN COLLECTION FINAL REPORT

The Chapman Collection project's first phase, which was the focus of a grant from the Virginia Genealogy Society, has been completed consistent with the request stated in the February 14, 2002 application. That phase provisioned the organization, categorization and evaluation of the Chapman Collection before archival processing, which will be the focus of a second, future phase.

The project to date, comprises a total of 400 hours, and consists of eight stages:

- **Evaluation of the physical condition of the materials in the Collection.**

All seven cardboard boxes contained genealogy notes on various-sized pieces of paper including legal size to tiny fragments, manuscript pages, newspaper clippings, correspondence and other assorted materials. The boxes also contained years of accumulated dirt, rust, mold and pest and water damage due to improper storage. In sorting through the totality of the material, it was apparent that the physical state of these items was fragile and rapidly deteriorating.

- **Cleaning and stabilization of document deterioration.**

First priority was to clean and stabilize the physical condition of items. All materials were meticulously sorted, rusty paper clips and staples removed, and documents were either placed in clean folders or added to existing appropriate folders. The most fragile documents were placed in plastic sheet protectors. Those materials deemed too decomposed, illegible, or unable to be categorized were added to a miscellaneous file. All draft manuscript pages were isolated into separate boxes to await recommendation as to their final destination.

- **Decipherment of information.**

Mrs. Chapman handwrote the majority of genealogical notes contained in the Collection in pencil. The faded quality of the pencil marks along with the physical deterioration of the paper presented a challenge in deciphering content. In addition, decoding the author-specific handwriting and abbreviations required time-consuming research.

- **Assessment of material content.**

After achieving the familiarity necessary to decode the information presented in the documents, the next step was to assess the material content.

The reams of manuscript papers found in several boxes in the Collection were pages of Mrs. Chapman's original hand-bound, soft-cover books. My evaluation concluded that after her books became professionally hard bound, Mrs. Chapman used the backs of these leftover sheets as scratch paper for her prodigious note taking. It is possible that they have no real genealogical value and thus could be discarded.

I compared data contained in randomly selected manila folders with data contained in Mrs. Chapman's published books, and found very little in the Collection that has been published. It is clear from my study that Mrs. Chapman, a professional genealogist, kept files of research done for clients, along with any other information that she deemed important for future study. Existing correspondence found in the folders provides evidence that her services were sought after from people all over the country whose roots had been established in Isle of Wight County and the surrounding areas. It is my recommendation

that the information contained in the manila folders, the bulk of the Chapman Collection, should be archived for public use.

The Information contained in the thirty-seven stenographer's spiral notebooks has been taken from original sources. Some of the information has already been abstracted into her published books, with the remaining intended for possible future publication or use for client research. My evaluation is that these notes are valuable compilations of original source material organized together in family lists. In most cases the writing is very legible and could be easily transferable by archival reproduction techniques, genealogical software or digital scanning.

The eight hardcover ring binders contain complete family histories compiled from both Mrs Chapin's research and family research. This material is in typewritten form, and could be preserved in many different archival methods.

The twenty card catalog drawers of index cards in the Collection are housed in the genealogy room of the library and are available for patron usage. Contained on the cards is mostly information on specific family marriage bonds. In addition many cards list possessions of specific persons, and legal transactions. Some of this information is included in Mrs. Chapman's books, although the majority of it is not. It is recommended that future archival preservation should be considered.

- **Organization and categorization of information contained in manila folders and ring binders.**

The central focus for this grant project consisted of organizing and categorizing the information contained in the original 524 manila folders, the eight hardbound ring binders, and the 59 subject folders. All documents and papers in each folder were meticulously sorted and organized by type. Information on related family surnames was replicated and the copies added to those existing family name folders, along with instruction as to where the original information can be found. All miscellaneous documents and notes were sorted through, not only from the subject files, but from the alphabetized miscellaneous folders as well. Wherever possible, data was filed into existing folders or newly created folders. Binder documents were also categorized and filed in appropriate folders. Most of Mrs Chapman's documents were already organized under family surnames; therefore I opted to continue the process in that manner. Some folders contained lesser amounts of information, but most of them consisted of volumes of notes, histories and correspondences. Certain family documents required housing in three or more different folders.

The documented information in the folders can be broken down into the following categories:

- Bible Records
- Wills
- Marriage Records
- Family tree documents
- Legal transactions between individuals
- Completed histories of individual's, or of family genealogies.
- Petitions

- Correspondence between Mrs. Chapman and clients, and some personal correspondence between Mrs. Chapman and friends or other genealogists.
- Information from Order Books, Great Books, Will Books, Orphan Account Book, Guardian books, etc.
- Notes about family information in surrounding counties
- Newspaper clippings

Attempting to fully index and systemize the vast amount of randomly prepared notes of family members would have taken an unsustainable amount of man hours. It was appraised and decided that the small snippets of documents should be organized in subcategories arranged alphabetically according to first names. A list of these names has been penciled on the inside cover of each folder. All other information was organized by type of document, such as legal sized pages, family tree documents, correspondence, family histories, and newspaper clippings.

All documents that had been housed in the hard cover binders were removed and filed in corresponding family folders or new folders were created for them to be added to the existing folder collection. This approach eliminated redundancy.

Work completed in this stage on the file collection created 212 additional folders for a total of 736 manila folders arranged by family surname, and the elimination of three folders for a total of 56 folders arranged by subject.

- **Reproduction on archival paper of a segment of information under subject matter for patron access.**

Contained in the Collection were documents that had been arranged under subject headings by Mrs. Chapman, and were outside family surname-specific information. As part of the project's first phase, these documents contained in fifty-six separate folders, were reproduced onto archival quality paper, categorized into new folders, and subsequently integrated into the holdings of the library's genealogical collection for patron usage.

- **Inventory and indexing of information.**

In conclusion, an inventory and indexes listing the completed Chapman Collection has been made. This will be included as a permanent part of the Collection for reference and ease of handling during eventual reproduction.

- **Reproduction on archival paper of the most fragile and at-risk documents and notes.**

Having completed the grant project goals, an interim phase is in process to reproduce at-risk documents, which aims to lessen or eliminate the danger of loss of information by further deterioration especially through physical handling of fragile papers.

Prepared by: Sue Canizares, grant project genealogist

Virginia Genealogical Society

5001 West Broad Street
Richmond, VA 23230-3023
(804) 285-8954
E-mail: mail@vgs.org

Application for special grant program to support increased access to archival material.

The Virginia Genealogical Society has a deep interest in providing access to Virginia-related material which would assist genealogical and historical researchers. To assist with this effort, the Society will offer a special grant, to be awarded annually in its discretion, in the \$1,000 - \$5,000 range, to organizations that are members in good standing of the Virginia Genealogical Society. **Applications should be received by February 15th, in duplicate.** Grant awards will be announced at the VGS annual meeting. Progress reports will be required three months after a grant is awarded, with a final report due ii months after the grant is received. These reports may appear in the *Virginia Genealogical Society Newsletter*. Applicants should carefully review award guidelines provided by VGS.

Organization: Smithfield Library, Blackwater Regional Library

Date: February 3, 2003

Contact Person: Mrs. Emma Jean Brady

Title: Branch Manager, Smithfield Library

Address: 255 James Street, Smithfield, VA 23430

Telephone:(757) 357-2264 **Days/hours at this number:** 9-5 Mon.-Fri. **E-mail address:** ebrady@rawlslib.net

Organization has been a member of Virginia Genealogical Society since: 2001

Total membership in organization: local government public library **Year organized:** 1924

Annual income of organization: government, non-profit **Yearly budget (please attach)** See Attachment A.

Number of staff for archives. Please provide resume of primary archives personnel. See Attachment B.

_____ Full-time 1 Part-time 2 Volunteers

What public access does your institution currently provide to your holdings?

The Smithfield Library has a Genealogy Room that contains an extensive collection of hard to duplicate genealogical books and records with a special concentration of genealogical and historical information concerning Isle of Wight County, Virginia, and nearby areas, from the 1620's forward to the present day. The bulk of this information is concentrated upon the 1600 to 1800 time frame. This room is open to the public with a few restrictions: briefcases, large purses, coats, backpacks, etc. must be locked up before the patron may use the Genealogy Room and no materials are permitted to circulate. This room is kept locked when not in use. A microfilm reader/scanner and desktop computer are available to anyone wishing to copy microfilm to hard copy or to e-mail it to another location.

Due to their deteriorating condition, the Chapman Collection, with one exception, is currently located in a locked closet. Here the 524 original manila folders of individual family histories, with the newly created family files, as well as binders, stenographic notebooks, and boxes of draft copies of Mrs. Chapman's books are kept. The manila folders of family files are no longer available to the public until this project is complete. Mrs. Canizares organizes subfamily information within each family file as she reviews them. As of January 27th, 2003, she had organized the family files up through last names beginning with the letter "J". because much of this information is written in pencil and some of it is on small scraps of paper or index cards, it is time-

consuming to process. The index cards from the Chapman collection are housed in an old wooden card catalog located in the Genealogy Room and thus are accessible to patrons. To date, few patrons have noticed their presence.

Please give an overview of your institution's holdings of historical records which need improved access. Include information on subject matter, historical or genealogical significance, and needs for improved access. (You may use additional pages.)

The bulk of the Chapman Collection material dates from before 1800. The manila folder family files contain genealogical and biographical information by family name. Ms. Chapman's prior books list marriages or wills by date. Her genealogical and historical data grouped by family is not elsewhere available.

The rarity of pre-1750 historical records and the huge dispersal nationwide of many of the descendants of the early settlers in Isle of Wight, Southampton, and Elizabeth City Counties, Virginia ensures that this material will be of interest to countless family lineages that can be traced back to this area.

How will your institution use this grant to improve access? (You may use additional pages.)

IMPACT OF CHANGES ON CURRENT GRANT PREPARING FOR IMPROVED ACCESS

This grant request is a follow-up request to your generous grant last June to review and organize the Chapman Collection as preparation for free digitization by the Library of Virginia. Unfortunately, since the time of your grant, the Virginia legislature has eliminated funding of the Library of Virginia's Digitization Department. Although this avenue of preservation is no longer available, our desire to make the Chapman genealogical family files available to the public has not waned.

Most of the family file information is in pencil and/or is in poor condition. Accordingly, microfilming by the Mormon Church is not a viable preservation method for this material because the material will not be dark enough to read on microfilm much of the time. Scanning is only useful if digitization can occur. After lengthy consultations with Mrs. Virginia Rollings, Director of the Newport News Family History Center, and Mr. Sterri Weaver, the Family History Center's Information Technology Specialist, we have been advised that the best method of preservation under these circumstances is to have a genealogist input the data from these files into a genealogy software program.

We have been fulfilling the directives of this year's grant. Its goals were to:

- ✓ Organize the material into files by family name or locality. In process: boxes of assorted papers, notes, and letters have been sorted into the appropriate family files and a few new family files have been created. Organization of the material in each family file into subfamilies is in process and should be complete by the end of the current grant. This material will then be ready for entry into the genealogical software.
- ✓ Evaluate and set aside what is important to preserve: those portions of the Chapman Collection not already published. Completed. It has been determined that the family files and the family genealogies of families from other localities (the binder material) are the portions of the Chapman Collection that have not been published.
- ✓ Decide which portions of the notes to be preserved are eligible for scanning or microfilming and which must be transcribed and organize documents accordingly. Completed. The bulk of the family files are in pencil and not appropriate for microfilming. Scanning for digitization is no longer an option.
- ✓ Prioritize which portions of the material to be preserved should be done first. Completed. As stated above, the family files and the family genealogies of families from other localities (the binder material) are the portions of the Chapman Collection that have not been published. The local family files are to be

done first; if there is time, Ms. Chapman's family files for families from other localities will be addressed.

- ✓ Write a detailed summary of the kind and amounts of documents that need preservation and which portions are poor candidates for scanning or microfilming. This kind of metadata analysis is no longer needed because digitization is no longer planned.

FOCUS OF THIS GRANT: INPUTTING THE MATERIAL INTO GENEALOGY SOFTWARE

Staff to be hired for the project

Our current genealogy researcher, Mrs. Canizares, is now intimately familiar with the Chapman Collection family files. It is hoped that she will be available to input this material into genealogy software. If she is not available, a typist with knowledge of genealogy will be needed to do this work. The family files will all be organized into subfamilies with attached biographical data, if any, before this grant begins. Reading and inputting the family file material into genealogy software will be a time-consuming process. This person will need to gain knowledge of the genealogy software chosen. The Smithfield Library Association will purchase training videos and an explanatory book for the genealogy software to make this learning process as simple as possible. Because handwriting in pencil is difficult to read for long periods, the genealogist is not expected to work more than five or six hours a day. The genealogist will work approximately fifteen hours per week for eighteen weeks. The hourly pay for this genealogist is included in our request.

Volunteer to be found for this project

Due to the anticipated length of time to transcribe the Chapman Collection family files into genealogy software, we plan to augment Ms. Canizares' or the paid genealogist's time with a day's work by a volunteer genealogist each week for the eighteen weeks. Mrs. Rollings has stated that she believes that through her contacts with the Newport News Family History Center, that she will be able to find a volunteer genealogist from either Newport News or Williamsburg who would be glad to assist work on this project for one day per week provided that they are paid for their mileage. An estimate of ninety miles a week for eighteen weeks at twenty cents per mile is included in our request.

Management Plan

Mrs. Emma Jean Brady, Branch Manager, Smithfield Library, will hire staff, oversee the project budget, and direct overall participation in this project. Mrs. Dee Greene, Public Service Manager, will work closely with the genealogist on the tasks assigned by the Branch Manager and will be responsible for preparing interim and final reports of grant work. The value of Mrs. Brady's and Mrs. Greene's time on this project is included as part of the matching funds provided by Blackwater Regional Library. Administrative costs of \$340 have been requested to cover the costs of bookkeeping, and other costs of providing space for the work to occur.

Software and Equipment

All software and equipment will be paid for by the Smithfield Library Association and is not a part of this request. A computer will be selected from the Pentium or higher computers available at the Smithfield Library. This computer will be upgraded to add another 256 MGs of RAM to its memory and to add a re-writeable compact disk drive. The Smithfield Library will provide workspace and a secure area for this project. "Master Genealogist" genealogy software will be purchased along with its training kit of two videos and book. Some of the computer screens available to hold genealogical information under this program are contained in Attachment D.

The cost for installation of the software and the computer accessories will be paid by Blackwater Regional Library and is included in the Project Budget.

Please describe matching funds for this program, (if any), volunteer hour commitments (if any), and any other factors evidencing a commitment to improve access. (You may use additional pages).

Matching Funds

Matching funds from Blackwater Regional Library are composed of the value of Smithfield Library staff time from Mrs. Emma Jean Brady, Branch Manager, and Mrs. Dee Greene, Public Service Manager, as well as the value of volunteer hours from a genealogical volunteer for one day a week. Mrs. Rollings has stated that she believes that through her contacts with the Newport News Family History Center, that she will be able to find a volunteer genealogist from either Newport News or Williamsburg who would be glad to assist work on this project for one day per week provided that they are paid for their mileage.

Genealogical Consultant

Mrs. Virginia Rollings, Director of the Newport News Family History Center, will be available to answer any points of genealogy that may come up in the process of the work if the grant is awarded. The value of five hours of her time over the course of the eighteen weeks is included as part of the Blackwater Regional Library matching funds.

Smithfield Library Association

The Smithfield Library Association will purchase the computer accessories and genealogical software necessary to complete this project. The value of these purchases is included as matching funds.

Patricia Rawls, Director
Blackwater Regional Library:

Signature of Director of Organization

Last Revised 12/10/02

**ISLE OF WIGHT COUNTY LIBRARY
SMITHFIELD BRANCH**

255 James Street
Smithfield, Virginia 23430
(757) 357-2264

Branch of the Blackwater Regional Library

August 12, 2003

Peter E. Broadbent, Jr., Esquire
Christian/Barton, L.L.P.
909 East Main Street, Suite 1200
Richmond, Virginia 23219-3095

Re: Virginia Genealogical Society- Special Archival Grants

Dear Mr. Broadbent:

We would like to submit our final report to the Virginia Genealogical Society on the progress of the Virginia Genealogical Society's Chapman Collection Project. In our intermediate report dated January 27, 2003, we explained the organizational work that had been done to the different types of materials; i.e., the three ring binders, manuscript drafts, memo pads, index cards, and manila folder family files. The most valuable portion of the collection and the portion identified as best for archival are the manila folder family files.

As of January, Mrs. Canizares had progressed to the "J's" of the family files. Mrs. Virginia Rollins, concerned that the organizational first phase of the project may take longer than anticipated, recommended in December that Mrs. Canizares' work be supplemented by the work of a volunteer. Leads on a potential volunteer fell through. However, I am delighted to report that Mrs. Canizares finished the family files on time.

We submitted an application for the archival second phase of this project in February to the Virginia Genealogical Society but this was not funded. In order to best maintain the collection for archival whenever it may be funded, Mrs. Canizares made copies on archival paper of the older crumbling documents in the files. She has prepared a detailed report on her work, which is attached.

Attached is a copy of the amounts budgeted and spent on this project.

We would like to express our heartfelt appreciation for the Genealogical Society's grant award to organize, categorize, and evaluate the Virginia Genealogical Society's Chapman Collection. We look forward to its archival so that genealogists everywhere may enjoy the results of this project.

Sincerely,



Emma Jean Brady
Branch Manager

THE VIRGINIA GENEALOGICAL SOCIETY'S CHAPMAN COLLECTION FINAL REPORT

The Chapman Collection project's first phase, which was the focus of a grant from the Virginia Genealogy Society, has been completed consistent with the request stated in the February 14, 2002 application. That phase provisioned the organization, categorization and evaluation of the Chapman Collection before archival processing, which will be the focus of a second, future phase.

The project to date, comprises a total of 400 hours, and consists of eight stages:

- **Evaluation of the physical condition of the materials in the Collection.**

All seven cardboard boxes contained genealogy notes on various-sized pieces of paper including legal-size to tiny fragments, manuscript pages, newspaper clippings, correspondence and other assorted materials. The boxes also contained years of accumulated dirt, rust, mold and pest and water damage due to improper storage. In sorting through the totality of the material, it was apparent that the physical state of these items was fragile and rapidly deteriorating.

- **Cleaning and stabilization of document deterioration.**

First priority was to clean and stabilize the physical condition of items. All materials were meticulously sorted, rusty paper clips and staples removed, and documents were either placed in clean folders or added to existing appropriate folders. The most fragile documents were placed in plastic sheet protectors. Those materials deemed too decomposed, illegible, or unable to be categorized were added to a miscellaneous file. All draft manuscript pages were isolated into separate boxes to await recommendation as to their final destination.

- **Decipherment of information.**

Mrs. Chapman handwrote the majority of genealogical notes contained in the Collection in pencil. The faded quality of the pencil marks along with the physical deterioration of the paper presented a challenge in deciphering content. In addition, decoding the author-specific handwriting and abbreviations required time-consuming research.

- **Assessment of material content.**

After achieving the familiarity necessary to decode the information presented in the documents, the next step was to assess the material content.

The reams of manuscript papers found in several boxes in the Collection were pages of Mrs. Chapman's original hand-bound, soft-cover books. My evaluation concluded that after her books became professionally hard bound, Mrs. Chapman used the backs of these leftover sheets as scratch paper for her prodigious note taking. It is possible that they have no real genealogical value and thus could be discarded.

I compared data contained in randomly selected manila folders with data contained in Mrs. Chapman's published books, and found very little in the Collection that has been published. It is clear from my study that Mrs. Chapman, a professional genealogist, kept files of research done for clients, along with any other information that she deemed important for future study. Existing correspondence found in the folders provides evidence that her services were sought after from people all over the country whose roots had been established in Isle of Wight County and the surrounding areas. It is my recommendation

that the information contained in the manila folders, the bulk of the Chapman Collection, should be archived for public use.

The Information contained in the thirty-seven stenographer's spiral notebooks has been taken from original sources. Some of the information has already been abstracted into her published books, with the remaining intended for possible future publication or use for client research. My evaluation is that these notes are valuable compilations of original source material organized together in family lists. In most cases the writing is very legible and could be easily transferable by archival reproduction techniques, genealogical software or digital scanning.

The eight hardcover ring binders contain complete family histories compiled from both Mrs. Chapman's research and family research. This material is in typewritten form, and could be preserved in many different archival methods.

The twenty card catalog drawers of index cards in the Collection are housed in the genealogy room of the library and are available for patron usage. Contained on the cards is mostly information on specific family marriage bonds. In addition many cards list possessions of specific persons, and legal transactions. Some of this information is included in Mrs. Chapman's books, although the majority of it is not. It is recommended that future archival preservation should be considered.

- **Organization and categorization of information contained in manila folders and ring binders.**

The central focus for this grant project consisted of organizing and categorizing the information contained in the original 524 manila folders, the eight hardbound ring binders, and the 59 subject folders. All documents and papers in each folder were meticulously sorted and organized by type. Information on related family surnames was replicated and the copies added to those existing family name folders, along with instruction as to where the original information can be found. All miscellaneous documents and notes were sorted through, not only from the subject files, but from the alphabetized miscellaneous folders as well. Wherever possible, data was filed into existing folders or newly created folders. Binder documents were also categorized and filed in appropriate folders. Most of Mrs. Chapman's documents were already organized under family surnames; therefore I opted to continue the process in that manner. Some folders contained lesser amounts of information, but most of them consisted of volumes of notes, histories and correspondences. Certain family documents required housing in three or more different folders.

The documented information in the folders can be broken down into the following categories:

- Bible Records
- Wills
- Marriage Records
- Family tree documents
- Legal transactions between individuals
- Completed histories of individual's, or of family genealogies.
- Petitions

- Correspondence between Mrs. Chapman and clients, and some personal correspondence between Mrs. Chapman and friends or other genealogists.
- Information from Order Books, Great Books, Will Books, Orphan Account Book, Guardian books, etc.
- Notes about family information in surrounding counties
- Newspaper clippings

Attempting to fully index and systemize the vast amount of randomly prepared notes of family members would have taken an unsustainable amount of man-hours. It was appraised and decided that the small snippets of documents should be organized in subcategories arranged alphabetically according to first names. A list of these names has been penciled on the inside cover of each folder. All other information was organized by type of document, such as legal sized pages, family tree documents, correspondence, family histories, and newspaper clippings.

All documents that had been housed in the hard cover binders were removed and filed in corresponding family folders or new folders were created for them to be added to the existing folder collection. This approach eliminated redundancy.

Work completed in this stage on the file collection created 212 additional folders for a total of 736 manila folders arranged by family surname, and the elimination of three folders for a total of 56 folders arranged by subject.

- **Reproduction on archival paper of a segment of information under subject matter for patron access.**

Contained in the Collection were documents that had been arranged under subject headings by Mrs. Chapman, and were outside family surname-specific information. As part of the project's first phase, these documents contained in fifty-six separate folders, were reproduced onto archival quality paper, categorized into new folders, and subsequently integrated into the holdings of the library's genealogical collection for patron usage.

- **Inventory and indexing of information.**

In conclusion, an inventory and indexes listing the completed Chapman Collection has been made. This will be included as a permanent part of the Collection for reference and ease of handling during eventual reproduction.

- **Reproduction on archival paper of the most fragile and at-risk documents and notes.**

Having completed the grant project goals, an interim phase is in process to reproduce at-risk documents, which aims to lessen or eliminate the danger of loss of information by further deterioration especially through physical handling of fragile papers.

Prepared by: Sue Canizares, grant project genealogist

**VIRGINIA GENEALOGY GRANT
EXPENSE SUMMARY AT JUNE 30, 2003**

AMOUNT AWARDED

\$4,800.00

PROJECT STAFF

419.5 hours @ \$10.00 = \$4,195.00

SUPPLIES

Copy Paper	55.02
Sheet Protectors	<u>29.94</u>
	\$ 84.96

TOTAL EXPENSES:

\$4,279.96

AMOUNT UNSPENT

\$ 520.04

VIRGINIA GENEALOGICAL SOCIETY

CHAPMAN COLLECTION PROJECT

SMITHFIELD LIBRARY
BLACKWATER REGIONAL LIBRARY ("BRL")

PROPOSED BUDGET FOR FINAL PHASE MAKING THE COLLECTION AVAILABLE TO THE PUBLIC

	FUNDS REQUESTED	MATCHING FUNDS		PROJECT TOTAL
		BRL	SMITHFIELD LIBRARY ASSOC	
PROJECT STAFF (1) GENEALOGIST @ \$10/HR X 15HRS/WK X 18 WEEKS	\$ 2,700			\$ 2,700
BRLS STAFF (1) BRANCH MANAGER, SMITHFIELD LIBRARY @ (6.6% X \$525/WK X 18 WEEKS)		\$ 624		\$ 624
(1) PUBLIC SERVICE MANAGER, SMITHFIELD LIBRARY @ (6.6% X \$375/WK X 18 WEEKS)		\$ 446		\$ 446
ADMINISTRATIVE COST (BOOKKEEPING, ETC.)	\$ 340			\$ 340
VOLUNTEER STAFF (1) VOLUNTEER GENEALOGIST COORDINATOR @ (\$45/HR X 5 HRS)		\$ 225		\$ 225
(1) VOLUNTEER GENEALOGIST @ (\$10/HR X 5 HRS/WK X 18 WEEKS)		\$ 900		\$ 900
MILEAGE @ \$.20/MILE (90MI/WK X 18 WEEKS)	\$ 324			\$ 324
SOFTWARE AND EQUIPMENT MASTER GENEALOGIST SOFTWARE			\$ 79	\$ 79
MASTER GENEALOGIST TRAINING KIT			\$ 49	\$ 49
ADD'L COMPUTER MEMORY: GATEWAY KINGSTON 256 SDRAM			\$ 100	\$ 100
CD BURNER: GATEWAY 48X/24X/48X CD-RW DRIVE			\$ 120	\$ 120
INSTALLATION: (1) INFORMATION TECHNOLOGIST @ (\$50/HR X 3 HRS)		\$ 150		\$ 150
SUPPLIES SHEET PROTECTORS, CDS, ETC.	\$ 70			\$ 70
TOTALS	\$ 3,434	\$ 2,345	\$ 348	\$ 6,127

AMOUNT REQUESTED: \$ 3,434

MATCHING FUNDS: \$ 2,693